

REAL ESTATE BOARD
RECIPROCITY APPLICANT INSTRUCTIONS

Please retain a copy of your completed application and this instruction sheet for future reference.

IF YOU ARE APPLYING FOR A SALESPERSON LICENSE BY RECIPROCITY, YOU MUST HAVE A CURRENT SALESPERSON LICENSE IN ANOTHER STATE.

IF YOU ARE APPLYING FOR A BROKER LICENSE BY RECIPROCITY, YOU MUST HAVE A CURRENT BROKER LICENSE IN ANOTHER STATE.

ALL RECIPROCITY APPLICANTS THAT ARE APPROVED FOR A VIRGINIA REAL ESTATE LICENSE MUST TAKE THE PSI STATE PORTION EXAM BEFORE THEY CAN RENEW THEIR VIRGINIA LICENSE. Please contact the vendor at 1-800-733-9267 to register for the examination. Study materials for a reciprocal license may be obtained by speaking to an operator at the testing service. Telephone numbers for sources of additional information are listed at the bottom of this sheet. Any applicants who have been subject to disciplinary actions or convicted of felony, misdemeanor or fair housing violations must include additional documents with their application package. In addition to the required court/criminal history records, a written explanation of the events, status and any other information you wish to have considered in reviewing your application must accompany your application. Please note that applicants convicted of fair housing violations should forward either a certified copy of the court documents or a conciliation agreement.

Salesperson applicants must:

- Hold at least one current real estate salesperson license that is not expired in order to qualify for licensure by reciprocity.
- Provide an Original Certification of Licensure/Letter of Good Standing dated within the last 60 days from EACH State/Jurisdiction. DO NOT send a copy of your license. Photocopies of your license(s) will NOT be accepted in place of Certifications of Licensure/Letters of Good Standing.
- Provide one of the following forms of documentation:
 1. Experience Verification Form(s) verifying that the applicant has been actively engaged for at least **40 hours per week** as a real estate licensee during **12 of the 36 months** immediately preceding the date of application, or
 2. Original transcripts or certified copies of transcripts from the educational institution where the applicant's real estate courses were completed (transcripts must indicate completion of at least 60 hours of a "Principles of Real Estate" course that meets Virginia's real estate education requirements).

Broker applicants must:

- Hold at least one current real estate broker license that is not expired in order to qualify for licensure by reciprocity, and
- Provide Experience Verification Form(s) verifying that the applicant has been actively engaged for at least **40 hours per week** as a real estate licensee during **36 of the 48 months** immediately preceding the date of application.
- Provide an Original Certification of Licensure/Letter of Good Standing dated within the last 60 days from EACH State/Jurisdiction. DO NOT send a copy of your license. Photocopies of your license(s) will NOT be accepted in place of Certifications of Licensure/Letters of Good Standing.

Instruction on obtaining court and/or criminal history records follows:

- *Certified copies of court records* may be obtained by writing to the Clerk of Court in the jurisdiction in which you were convicted. The address is available from your local police department.
- *Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Virginia Real Estate Board, which requires an additional two to three months of processing and review time.

Additional information is available by contacting the following sources:

Virginia Condominium Act and Regulations	(804) 367-8510
Virginia Real Estate Time-Share Act and Regulations	(804) 367-8510
Virginia Residential Landlord and Tenant Act	(804) 786-2042
Virginia Fair Housing Law and Regulations	(804) 367-8530